

Times for *Specific Agape* to be Given Out

Agape Item	Time /Where Given Out
1) Bathroom Spray (each room and lobby baths- 16 total) 2) Soap Dispensers or Soap (each room and lobby baths-16 total) 3) Kleenex (1 per room- 14 rooms) 4) Kleenex on Conference Room Tables (10 boxes total) 5) Bathmats (1 per shower)	Pre-Flight (Arrival Day): Before Caterpillars arrive, no later than 5pm
Needs List	Pre-Flight: around 7:00PM (Post in area to be seen by all Caterpillars)
72 Hour Prayer Vigil Poster & Other Community Agape Letters	Day 1: around 2 PM (Delivered to LD by Board Rep.)
1) Small Candy Bowls (NO Chocolate) 2) Agape Keeper (Brown Handle Bags to hold Agape if received)	Day 1: 5:30 PM Conference Room
1) Worship book Covers	Day 2: 8:15 AM Conference Room
1) ADD CHOCOLATE to Small Candy Bowls	Day 2: 12:00 PM Conference Room
1) Worship Book Bags (if received) 2) Replace Small Candy Bowls with Large Candy Jars - Combination of Hard Candy and Chocolate	Day 2: 5:00 PM Conference Room

HINTS: Keep extra candy, Kleenex, cups, soap, trash can liners and bathroom spray in a box labeled AGAPE in Agape Room. Some of these items have to be replenished daily during the Flight.

Agape Time Table

First Agape given: Dinner on Thursday/Friday- First Full Day of Flight

Note: Always try to give out some type of wearable Agape each time.

Day	Location	Time to Set Out	Amount of Agape
Day 1 (Thursday/Friday)	Dining Hall for Dinner	By 3:30 PM	3 Pieces
Day 1	Conference Room	5:30 PM	3 Pieces
Day 1 (Thursday/Friday)	Dining Hall for Breakfast	6:30 PM	4 Pieces
Day 1	Bed Agape	9:00 PM	3 Pieces
Day 2	Conference Room	8:15 AM	4 Pieces
Day 2 (Friday/Saturday)	Dining Hall for Lunch	9:00 AM	5 Pieces
Day 2	Conference Room	12:00 PM	5 Pieces
Day 2 (Friday/Saturday)	Dining Hall for Dinner	By 3:00 PM	8 Pieces
Day 2	Conference Room	5:00 PM	6 Pieces
Day 2	Bed Agape	9:45 PM	4 Pieces
Day 2 (Friday/Saturday)	Dining Hall for Breakfast	7:00 PM	6 Pieces
Day 3	Conference Room	8:00 AM	6 Pieces
Day 3 (Saturday/Sunday)	Dining Hall for Lunch	9:00 AM	8 Pieces
Day 3	Conference Room	12:00 PM	6 Pieces
		Total of Agape Items	72 individual Agape items (of 55 each)

*****Notes:**

Using this as your guide, you will need 72 individual Agape items. The idea is to start small and gradually increase the amount of Agape you put out as the weekend progresses. You always want a nice full setting for Friday/Saturday Night Dinner, Saturday/Sunday Breakfast and Saturday/Sunday Lunch. If you have more than needed items you may increase the Bed Agape or add an additional Bed Agape to the list on Day 3 before lunch. Check the schedule for best time to sneak in the rooms. If you do not have enough pieces of a given item, use as Bed Agape or if using in the Conference Room or Dining Hall, just short the Back Table. However, make sure the place setting at the Lay Director's Table in the Dining Hall where you leave the cards for announcing has 1 of every item. REMEMBER THAT ALL AGAPE BROUGHT FOR THE WALK NEEDS TO BE SET OUT so if there is more then it calls for add pieces to each place starting small and increasing throughout the weekend.

****The "Time to Set Out" above is based on the group being on time with their schedule. You may want to make sure the Caterpillars are in the Dining Hall before you head out for the Conference Room, etc.**

Pre-Walk

- Unpack Boxes and Organize Agape Room & Put Sign On Agape Room Door
- Set Up Letter Mail Drop Box for Sponsor's to Leave Caterpillar's Letters
- Assign (1) Member of the Agape Team to be Responsible for Filing Letters in the Mailboxes.
- Set up Mailboxes. Label Each Slot with Removable Labels, (1 slot for each Caterpillar and 1 for each Conference Team Member)
- Label Each Shelf (of bookshelves) with Agape Times / Location, i.e. Day 1 Conference Room 5:30, Day 1- Dinner 3:00, etc. as Agape Arrives Place on Appropriate Shelf (laminated shelf labels are provided)
- Check with ALD's to see if Any Supplies are needed in Their Conference Room Supply Tub (i.e. Medical, etc). Kleenex should be put out on each table, back table, music table, media room, and in Speaker's prayer chapel.
- Put (1) Bathroom Spray, hand soap, and bathmat out in each bathroom. (Don't forget LD & ALD cabin)
- Kleenex (1 box per room) in all bedrooms. Check Each Bedroom/Bath for Tissue Paper, Start with 3 rolls, (1 on holder and 2 extra)
- Check the Conference Room Lobby Bathrooms for Tissue Paper, Paper Towels, Soap or Soap Dispenser

- Set Up an Area on One of the Tables in the Agape Room for Letter Writing with Note Pads, Pens and Envelopes
- Place a 'Needs List' in a common area for all Caterpillars to see before registration. Make sure ALD's know where this is so they can explain.
- 7:00 PM Send Off and Sponsors' Hour

DAY 1

- **7:00 AM:** Caterpillars Rise and Shine
- File Caterpillar's Letters as Needed
- Place Agape as it Arrives on Appropriate Day & Time Shelf.
- Count each item of agape to be sure there are enough in each (65 for each Flight). Make sure there is an Index Card for each set of agape, giving the name of the agape and who sent it. No individual names can be on agape. These index cards placed so the ALD's can read them to the Caterpillars.
- While Caterpillars are at outdoor chapel or during breakfast, check conference room to clean up cups, etc.
- Around **10:25 AM**, (while Caterpillars are having pictures taken) check and straighten up conference room.
- Agape Board Rep will deliver Agape Wall Letters and 72 hr Prayer Vigil to Assigned ALD. Contact AGAPE Board Rep with any questions.
- **By 3:30 PM;** Set Up Dining Hall with First Agape, (pick something that can be worn), Place Agape Index Cards at ALD's Table Setting (this agape can be put out right after meal service has set up tables for dinner.)
- **3:15 - 5:30 PM:** Caterpillar's Long Break
- **5:30 PM:** Take First Agape to Conference Room: Set Out Small Candy Bowls, Agape Keeper Bags and Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK CATERPILLAR'S NEEDS LIST.** Place Agape Index Cards on back table (mark as Conference Room Agape, be sure to Include any Permanent Agape Cards). Be sure that you put agape at the back table, the music table, and media.

- **6:30 PM:** Set up Dining Hall for Day 2 Morning Breakfast Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- **9:00 PM:** Bed Agape, **Straighten Bed Covers on Each Bed Before Placing Bed Agape.**
- Check/ Replenish Bathroom Spray and Tissue Paper. Empty trash cans in Caterpillar's rooms. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast.
- Note: The Bed Agape may be done while Caterpillars are in the conference room listening/reviewing talks after dinner. **DO NOT FORGET THE LD'S, MUSIC AND SD'S CABINS/ROOMS.**

DAY 2

- **6:45 AM:** Caterpillars Rise & Shine
- **7:40 AM:** Agape to Conference Room: Fill up Small Candy Bowls, Put out Book Covers, Clean Trash from Tables, empty Table Trash Cans, Straighten Tables and Chairs. Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, **CHECK CATERPILLAR'S NEEDS LIST**, Place Agape Index Cards on back table
- **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting, be sure to include any Permanent Agape Cards.
- File Letters as needed.
- Place Agape as it Arrives on Appropriate Day & Time Shelf.
- Make Sure Index Cards for ALD's to Read are Included with Each Agape Item.
- Put Caterpillar Name Card (provided by Board Rep) on appropriate T-Shirt size, then prepare them to be delivered to ALD's.
- **12:00 PM:** Agape to Conference Room: Fill In Small Candy Bowls (**ADD SOME CHOCOLATE**), Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables and Chairs, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK CATERPILLAR'S NEEDS LIST**, Place Agape

Index Cards on back table (mark as Conference Room Agape, be sure to Include any Permanent: Agape Cards).

- **3:00 PM:** Help with Set Up for Candlelight Dinner, Put out Dinner Agape, Place Agape Index Cards at ALD's Table Settings.
- **5:00 PM:** (During Dinner for Caterpillars) Agape to Conference Room: Change Small Candy Bowls to Large Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, Check Kleenex Boxes, Replace if Needed,
- **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK CATERPILLAR'S NEEDS LIST.** Place Agape Index Cards on back table (mark as Conference Room Agape.)
- **6:00 PM:** Set Up Dining Hall for Morning Breakfast Agape, Place Breakfast Agape & Friday Night Bed Agape Index Cards at ALD's Table Setting, be sure to Include any Permanent Agape Cards
- **6:45 PM:** Take the Large Letter Box to the Candlelight Location for Community Members to Leave Caterpillar Letters and Agape for the Flight. **Make Sure Box Is Out of Sight Before Caterpillars arrive. When Leaving Candlelight Take Box Back to Agape Room.**
- **7:00 - 9:30 PM:** Candlelight
- **9:30 PM:** Set Up Bed Agape: Straighten Bed Covers on Each Bed Before Placing Bed Agape, Check/ Replenish Bathroom Spray and Tissue Paper. Mark Index Cards as Bed Agape and Place in Dining Hall at ALD Setting to be Read at Breakfast.
- **10:00 PM:** Deliver Caterpillar's T-Shirts to ALD'S Cabin.
- Note: It helps if you can get all of the letters filed before going to bed.

DAY 3

- **6:30 AM:** Caterpillars Rise and Shine
- **8:00 AM:** Conference Room Agape: Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX,** Replace if Needed, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans, CHECK CATERPILLAR'S NEEDS LIST,** Place Agape Index Cards on back table (mark as Conference Room Agape).

- File Letters from Candlelight and Morning. Make Sure Each Pilgrim has at Least 10 Letters, if not Alert ALD and Sponsor (if possible).
- **9:00 AM:** Set up Dining Hall Lunch Agape, Place Agape Index Cards at ALD's Table Setting.
- **9:30 AM:** Gather up Bathmats from Caterpillar's Rooms.
- **9:45 AM:** Gather up Any "Caterpillars Need Items" That Have Been Distributed, i.e. Towels, Bedding, etc. These should be in the foyer of conference room. Wash and Dry items and Return to Agape for Next Flight.
- Begin Working on Caterpillar's Packets, Place in Boxes by Table order, Get Letters ready to go with Packets. See Agape Notebook for Content Listing of Packet. Caterpillar's book should have been delivered no later than Day 2 at lunch. Photos will be brought to Agape Room by Photographer. These should be there on Day 3 by 1pm.
- **10:00 AM:** Take Final Inventory of All Supplies, Post Needs in Agape Notebook.
- **12:00 PM:** Final Conference Room Agape. Fill Up Candy Jars, Empty Table Trash Cans, Clean Trash From Tables, Straighten Tables & Chairs, **CHECK OUT KLEENEX**, Replace if Needed, **Check Bathrooms for Tissue Paper and Paper Towels, Empty Trash Cans**, Place Agape Index Cards on back table (mark a s Conference Room Agape)
- **12:30 PM:** Finalize Packets. Put all of these in the clear plastic boxes by tables. Have Packets (Caterpillar Booklets, Fourth Day book, program from Sponsors' Hour, program from Closing, Chrysalis pamphlet, and pictures) and Letter bag ready for ALD by **1:30 PM. (Make sure the ALD's know these have been delivered)** They can be put in the foyer and covered up with a sheet or plastic tablecloth. Everyone gets a Caterpillar booklet and pictures, but only the caterpillars get the other things. The Lay Director gets a copy of each picture.
- **1:00 PM:** Finish Packing of Supply Tubs. Place Tubs outside Agape Room **or notify Logistics** what tubs are ready for pick-up and storage. Clean-up Agape Room. Walk through of the area should be done with Logistics chair or a Board Rep **before** you leave area or camp.
- **2:05 PM** – Go to Conference Room to check on Agape items. Collect bathroom spray, soap, unused cups, and from rooms and repack them. Leave tub of bathroom supplies to be packed for Logistics to store.
- **2:15 PM:** Retrieve Candy Dishes, Table Trash Cans and Kleenex, pack in tub and give to Logistics to store.

- Bag and Give Leftover Candy to Agape Board Representative at Closing. (Note: Arrangements can be made with Food Prep to store in cooler, when appropriate).
- Turn in Agape Manual, Workers Sign-in sheets and Inventory to Agape Board Rep at Closing or before leaving camp.
- **4:00 PM: Closing**

Other Notes

- Be sure all Caterpillars have letters. If a Caterpillar has not received letters, ask the people who come to Candlelight to write letters for them. Most people who come to the Agape room will be happy to do so. Some people come in and ask who needs letters.
- Try to have all agape for the next day sorted, boxed and cards ready by bedtime each night. That way it is convenient to the conference room for you to put out during breakfast and throughout the day.
- REMEMBER THAT ALL AGAPE BROUGHT TO FLIGHT NEEDS TO BE PUT OUT EVEN IF THERE IS A LOT. We would not want someone's agape not to be given out.
- Be sure the Agape room is staffed before and after Candlelight. Many people visit during those times and need to write letters or ask questions about agape.

CATERPILLAR PACKETS

- Agape Board Rep will deliver caterpillar booklets to Agape room by 1:00PM on Day 2. Booklets are for everyone in Conference Room, Community Lay Director and Historian. Total of 65 booklets and programs will be provided. (If there are extra booklets, give to Board Rep to destroy immediately)
- Put name labels on 10x13 manila envelopes and Letter Bags for Caterpillars and Conference Room Team.
- Sort pictures, labeled manila envelopes, and letter bags by Table Name.
- Chrysalis Pamphlet & Forth Day Books are ONLY given to Caterpillars.
- Also, put Sponsor's Hour Program and Candlelight Program in each packet.

Thanks for your acts of service! Fly with Christ!